

# POSITION DESCRIPTION – Facility Manager



## Position Summary

<b>Position:</b>	Facility Manager
<b>Reports to:</b>	Barb Blashki – Director & CEO
<b>Remuneration:</b>	This is a volunteer position
<b>Hours:</b>	15 hours per week
<b>Start Date:</b>	ASAP
<b>Term:</b>	Ongoing with a 6-week traineeship and trial period. Minimum commitment period of 6 months.
<b>Location:</b>	Hoofbeats Sanctuary, 26 Fellowship Drive Doonan
<b>To Apply:</b>	Visit <a href="http://www.hoofbeats.org.au/volunteer">www.hoofbeats.org.au/volunteer</a> for online application form

Hoofbeats Sanctuary is a restorative place where people of all ages impacted by trauma can participate in equine-assisted programs designed to protect, restore, and empower horses and humans. It's a peaceful and welcoming space, free from pressure for both our clients and horses alike.

Most of the horses and ponies at the sanctuary have also experienced trauma in their lives. They are the perfect teachers. Being part of the process that allows the horses to regain their health, dignity, courage, and love of life is enormously empowering for clients who learn that their past does not have to define their future.

This is an opportunity to work within in a highly supportive and nurturing team at a wonderful, peaceful facility that supports some of the most vulnerable members of our community.

## Purpose of the Role

The role of the Facility Manager is to manage our small Gardening & Maintenance Team to ensure that the 5-acre council-owned facility on which we operate is safe, organised, neat and tidy, and welcoming for our clients, volunteers and horses.

## Responsibilities

- managing the Garden & Maintenance Team (3-4 part-time volunteers)
- liaising with tradespeople for larger projects
- conducting monthly safety checks on all infrastructure and equipment
- maintaining a clean and safe facility including, but not limited to, stable block, storage rooms, paddocks, walkways, nature strip etc.
- obtaining quotes from tradespeople for major projects
- planning and scheduling regular and ad-hoc maintenance activities and minor construction projects
- assisting the Horse Care Team with physically difficult tasks such as positioning of round bales of hay in paddocks, re-stocking of feed containers
- assisting with the set-up of various on-site fundraising events (including Mega Sales, annual Equine & Canine Wellness Expo, weekly Morning Tea with Mumma)
- identifying issues/problems as they occur and suggest solutions
- contributing positively as a team member to achieve team objectives
- providing assistance to team members to successfully achieve work plans and tasks within time frames
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## Personal Attributes

We have made a commitment to build, nurture and celebrate a strong and positive workplace culture that embraces teamwork and shared values. Our clients, and a large number of our volunteers, have experienced significant trauma

in their lives. Respect and consideration of others in all that we do is paramount. All staff and volunteers are expected to demonstrate the following values:

- Professionalism, Honesty & Integrity – what we show in all that we do
- Respect, Compassion & Empathy – the things we show when we interact with horses and humans alike
- Self-Valuing Our Contribution - how we behave toward ourselves and appreciate our position in the charity
- Colleagues Working Together and Playing Nice - how we behave toward our colleagues and how we expect our colleagues to behave towards us

The personal attributes required to do this job effectively. You are a person who:

- is responsible and reliable
- cares about the quality of their work
- enjoys working in a team environment but can work independently and show initiative
- is caring and considerate
- is positive and friendly

### **Key Relationships**

The people you will work most closely with are the CEO, Horse Care Manager and other sanctuary staff and volunteers.

### **Skills & Experience Required**

The following skills and experience are essential:

- basic skills using a variety of power tools
- basic skills using a ride-on mower, quad bike
- strong interpersonal skills
- strong time-management skills

The following skills and experience would be useful:

- a trade qualification
- experience leading a small team